



# PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

## JOB ANNOUNCEMENT

POSITION TITLE:	<u>Audiovisual Technician</u>	OPENING DATE:	<u>June 12, 2024</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Info Technology</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Director of IT</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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### SUMMARY:

The Audiovisual (AV) Technician will be responsible for professionally installing, maintaining, setting up, and troubleshooting audiovisual equipment for various meetings, events, and performances. This is a hands-on role that requires technical expertise and attention to detail. The AV Technician will conduct thorough testing and troubleshooting of audiovisual systems and maintain the equipment and accessory inventories for the audiovisual equipment. The AV Technician will report to the Director of IT and will be the main contact for all audiovisual needs for the Pechanga Tribal Government.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Install, configure, and operate audiovisual equipment, including sound systems, projectors, screens, and video conferencing systems
- Perform equipment setups, including wiring, cabling, and connections, ensuring optimal audio and video quality
- Conduct thorough testing and troubleshooting of audiovisual systems to ensure seamless operation
- Collaborate with event organizers to determine audio and visual requirements
- Maintain inventory of audiovisual equipment and accessories, ensuring proper storage and organization
- Stay up to date on the latest audiovisual technologies, current trends, and best practices to provide innovative solutions
- Must provide outstanding customer service
- Troubleshoot without showing concern to customers
- Execute other assigned tasks as delegated by the Director of IT
- Must perform work during General Membership meetings that may include working one Sunday a month

### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required
- Bachelor's degree is preferred
- Technical certifications or a degree in audiovisual technology or a related field is preferred

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- 4+ years of proven experience as an Audiovisual Technician required, preferably in a corporate setting
- 3-5 years of customer service or hospitality experience is preferred
- Experience with Crestron Systems **required**
- Experience with Video - LCD, LED, projectors, screens, monitors, etc. is **required**
- Experience working with Audio - microphones, speakers, sound systems, channel mixers, etc. is **required**
- Experience working with IP network equipment (Ethernet and AVB cables) **required**
- Experience coordinating and providing AV training, education and documentation
- Experience with the selection, implementation, maintenance and management of AV services/systems and solutions
- **Must** have a strong technical background, excellent problem-solving skills, and the ability to work well under pressure
- Must be able to work a flexible work schedule that may include working days, nights, and weekends as needed, including one Sunday per month for General Membership meetings
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing
- Must successfully pass a pre-employment background investigation

#### **BENEFITS:**

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER  
12705 PECHANGA ROAD TEMECULA, CA 92592

[WWW.PECHANGA-NSN.GOV](http://WWW.PECHANGA-NSN.GOV)

Send application and resume to:

Email: [HR@PECHANGA-NSN.GOV](mailto:HR@PECHANGA-NSN.GOV)

Fax: 951-587-2209

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